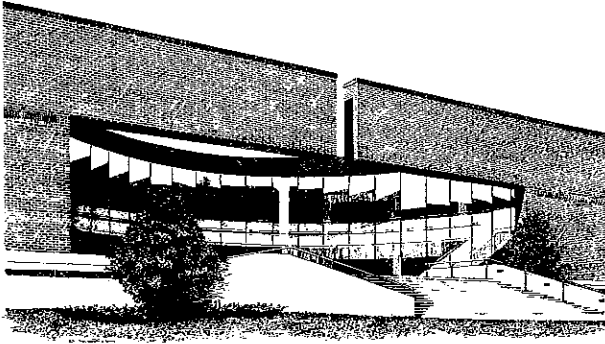


CITY OF COLUMBUS

Department of Risk Management

123 Washington Street
Columbus, Indiana 47201

Insurance 812-376-2574
Safety 812-376-2575
Fax 812-376-2650



Establish a Four-Point Safety and Health Program

The success of any workplace safety and health program depends on careful planning. This means that you must take the time to analyze what you want to accomplish and develop an action plan in order to attain your goals. From this standpoint, you can design a step-by-step process to take you from the idea stage to an effective safety and health management system.

The best way to create a safe and healthful workplace is to institute the Four-Point Program discussed at page 8 of this handbook.

Establish your **management commitment** and **involve your employees**. No safety and health program will work without this commitment and involvement. The first step is to designate a person to be responsible for your safety and health program.

Involve your employees as widely as possible from the beginning. They are most in contact with the potential and actual safety and health hazards at your worksite and will have constructive input on the development of your program. The ultimate success of your safety and health program will depend on their support.

Make sure your program assigns responsibility and accountability to all employees in your organization. A good safety and health program makes it clear that each and every employee, from you through the supervisory levels to the line worker, carries responsibility for his or her part of the program. Make safety and health duties clear and hold every individual accountable for his or her safety- and health-related duties.

Refer to the recommended actions to take in the Worksite Analysis paragraph at page 9. These will help start your program off on the right track. You will be building the foundation for a successful safety and health program.

Establish and regularly conduct a **worksite analysis**. A successful safety and health program depends on an accurate identification of all the hazards and potential hazards in your workplace. This is an ongoing process that includes routine self-inspections.

Create systems and procedures to **prevent and control hazards** identified through your worksite analysis. OSHA standards can be helpful because they address controls in order of effectiveness and preference. The hierarchy of controls is engineering, administrative, work practice and PPE. Whenever feasible, engineering, administrative or work practice controls should be instituted even if they do not eliminate the hazard or reduce exposure. Use of such controls in conjunction with PPE will help reduce the hazard or exposure to the lowest practical level. Where no standard exists, creative problem-solving and consultant resources may help you create effective controls. The basic formula for controlling workplace hazards, in order of preference, includes:

- **Eliminating the hazard** from the machine, the method, the material or the facility.
- **Abating the hazard** by limiting exposure or controlling it at its source.
- **Training personnel** to be aware of the hazard and to follow safe work procedures to avoid it.
- Prescribing **PPE** for protecting employees against the hazard and ensuring that they not only use it, but that they know how to use it correctly.

Establish and provide ongoing **training for employees, supervisors and managers** to ensure that everyone at your worksite can recognize hazards and how to control them.

These points are crucial to a safe and healthful workplace for you and your employees, making it more difficult for accidents to occur and for work-related health problems to develop.

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Internet-b@sed S@fety

Workplace safety and health information @ the click of the mouse.

Indiana Safety and Health Conference & Exposition - 2008

Session Objective: *Today we'll discuss online resources available to assist you with designing, implementing and managing your workplace safety and health programs.*

Indiana Department of Labor

Section 18 of the OSH Act encouraged States to develop and operate their own safety and health programs. The Federal Occupational Safety & Health Administration approves and monitors State plans. Indiana operates as a State Plan State. Information, statistics, programs and services may be found on the Indiana Department of Labor website.

Indiana Department of Labor Website: <http://www.in.gov/dol>

Worker Safety & Health Research & Statistics

The Bureau of Labor Statistics (BLS) is the principal fact-finding agency for the Federal Government. As an independent national statistical agency that collects, analyzes, and provides information to the public, Congress, other Federal agencies, State and Local Government, business and labor. The BLS serves as a statistical resource to the Department of Labor.

Bureau of Labor Statistics Website: <http://www.bls.gov/>

NIOSH

As an extension of the Center for Disease Control (CDC), the National Institute for Occupational Safety and Health (NIOSH) is the federal agency responsible for conducting research and making recommendations for the prevention of workplace injuries and illnesses. Research, statistics and publications may be found on NIOSH's website.

NIOSH Website: <http://www.cdc.gov/niosh/>

Programs, PowerPoints & Presentations

Why reinvent/recreate the wheel? Many safety and health programs, PowerPoints and presentations have already been developed. Whether you need help building your program or need assistance with providing materials to your employees, be sure to check out these resources.

OSHA Online Publications & Resources: <http://www.osha.gov/pls/publications/publication.html>

OSHA Online eTools (Training): <http://www.osha.gov/dts/osta/oshasoft/index.html>

OSHA Training Institute: http://www.osha.gov/dcsp/ote/materials_library.html

Oregon State Plan Compliance Assistance Program:

<http://www.cbs.state.or.us/external/osha/educate/training/pages/materials.html>

University of Vermont: <http://siri.uvm.edu/ppt/powerpt.html>

American National Standards Institute (ANSI): <http://www.ansi.org/> (Subscription to Standards is required)

have to pay for a lot of things from this site

WEB TOOLS & PROGRAMS

OSHA Recordkeeping

The OSHA Recordkeeping Handbook, subsequent forms, as well as an Excel Spreadsheet that will assist you in ensuring compliance with 29 CFR Part 1904 is available online. The Excel Spreadsheet available for download online assists the user by automatically updating the *OSHA Form 300A*, which must be completed and posted annually from February 1 through April 30 of the following year.

OSHA Recordkeeping Forms Website: <http://www.osha.gov/recordkeeping/RKforms.html>

OSHA Excel Recordkeeping Spreadsheet: <http://www.osha.gov/recordkeeping/OSHArecordkeepingforms.xls>

Frequently Cited OSHA Standards & Establishment Searches

The Department of Labor encourages employers to be proactive in their efforts to protect workers by anticipating, recognizing, correcting and controlling workplace hazards. The U.S. Department of Labor's Occupational Safety & Health Administration ensures that employers have ability to conduct both nation-wide searches on the most frequently OSHA standards in a specified industry. A search of an employer or establishment can also be completed by using the Establishment Search Website.

Frequently Cited OSHA Standards Website: <http://www.osha.gov/pls/imis/citedstandard.html>

Establishment Search Website: <http://www.osha.gov/pls/imis/establishment.html>

OSHA/EPA Occupational Chemical Database

Search an online database of occupational chemicals that is jointly maintained by OSHA and the EPA. The database is a wealth of information as it provides information as to the Permissible Exposure Limits (Pels) for the chemical searched. Additional information provided includes the NIOSH "Pocket Guide for Exposure," as well as Emergency Response Information for exposure to the chemical.

OSHA/EPA Chemical Database Website: <http://www.osha.gov/web/dep/chemicaldata/default.asp#target>

Material Safety Data Sheet(s)

Protection under OSHA's Hazard Communication Standard (HCS) includes all employees exposed to hazardous chemicals in all industrial sectors. In both General Industry (1910) and Construction (1926) Hazard Communication and lack of sufficient MSDSs is frequently cited by OSHA. Free MSDSs can be found on Hazard.com.

Hazard.com Website: <http://www.hazard.com>

OSHA's Safety Pays Program

Developed as an interactive expert system, OSHA's Safety Pays Program was designed to assist employers in estimating the costs of occupational injuries and illnesses impact on a company's profitability. The system uses data that includes the company's profit margin, the average cost of an injury or illness and an indirect cost multiplier to project the amount of sales a company would need to generate to cover the injury or illness.

OSHA's Safety Pays Website: <http://www.osha.gov/dcsp/smallbusiness/safetypays/index.html>

Class Instructor Contact Information:

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Michelle L. Ellison, INSafe Marketing Manager
Email: mellison@dol.in.gov
Phone: (317) 234-4792

Safety and Health Program Assessment Worksheet Blank Form 33

Request Number		Visit Number		Visit Date	
Employer					
Site Location					

Legend: 0 = No; 1 = No, Needs major improvement; 2 = Yes, Needs minor improvement; 3 = Yes; NA = Not Applicable; NE = Not Evaluated
* = Stretch Items Attribute of Excellence

Synthesis Item Score						
	0	1	2	3		
With the total knowledge you now have of this organization (whether or not such knowledge has been captured by attribute ratings), use your professional judgment to assign an overall score for the organization's safety and health system.						
Hazard Anticipation and Detection						
	0	1	2	3	NA	NE
1. A comprehensive, baseline hazard survey has been conducted within the past five (5) years.						
Comments:						
2. Effective safety and health self-inspections are performed regularly.						
Comments:						
3. Effective surveillance of established hazard controls is conducted.						
Comments:						
4. An effective hazard reporting system exists.						
Comments:						
5. Change analysis is performed whenever a change in facilities, equipment, materials, or processes occurs.						
Comments:						
6. Accidents are investigated for root causes.						
Comments:						
7. Material Safety Data Sheets are used to reveal potential hazards associated with chemical products in the workplace.						
Comments:						
8. Effective job hazard analysis is performed.						
Comments:						
9. Expert hazard analysis is performed.						
Comments:						
10. *Incidents are investigated for root causes.						
Comments:						

Hazard Prevention and Control

	0	1	2	3	NA	NE
11. Feasible engineering controls are in place.						
Comments:						
12. Effective safety and health rules and work practices are in place.						
Comments:						
13. Applicable OSHA-mandated programs are effectively in place.						
Comments:						
14. Personal protective equipment is effectively used.						
Comments:						
15. Housekeeping is properly maintained.						
Comments:						
16. The organization is properly prepared for emergency situations.						
Comments:						
17. The organization has an effective plan for providing competent emergency medical care to employees and others present at the site.						
Comments:						
18. *Effective preventive maintenance is performed.						
Comments:						
19. An effective procedure for tracking hazard correction is in place.						
Comments:						

Planning and Evaluation

	0	1	2	3	NA	NE
20. Workplace injury/illness data are effectively analyzed.						
Comments:						
21. Hazard incidence data are effectively analyzed.						
Comments:						
22. A safety and health goal and supporting objectives exist.						
Comments:						
23. An action plan designed to accomplish the organizations safety and health objectives is in place.						
Comments:						
24. A review of in-place OSHA-mandated programs is conducted at least annually.						
Comments:						
25. *A review of the overall safety and health management system is conducted at least annually.						
Comments:						

Administration and Supervision

	0	1	2	3	NA	NE
26. Safety and health program tasks are each specifically assigned to a						

person or position for performance or coordination.						
---	--	--	--	--	--	--

Comments:

27. Each assignment of safety and health responsibility is clearly communicated.						
--	--	--	--	--	--	--

Comments:

28. *An accountability mechanism is included with each assignment of safety and health responsibility.						
--	--	--	--	--	--	--

Comments:

29. Individuals with assigned safety and health responsibilities have the necessary knowledge, skills, and timely information to perform their duties.						
--	--	--	--	--	--	--

Comments:

30. Individuals with assigned safety and health responsibilities have the authority to perform their duties.						
--	--	--	--	--	--	--

Comments:

31. Individuals with assigned safety and health responsibilities have the resources to perform their duties.						
--	--	--	--	--	--	--

Comments:

32. Organizational policies promote the performance of safety and health responsibilities.						
--	--	--	--	--	--	--

Comments:

33. Organizational policies result in correction of non-performance of safety and health responsibilities.						
--	--	--	--	--	--	--

Comments:

Safety and Health Training						
----------------------------	--	--	--	--	--	--

	0	1	2	3	NA	NE
--	---	---	---	---	----	----

34. Employees receive appropriate safety and health training.						
---	--	--	--	--	--	--

Comments:

35. New employee orientation includes applicable safety and health information.						
---	--	--	--	--	--	--

Comments:

36. Supervisors receive appropriate safety and health training.						
---	--	--	--	--	--	--

Comments:

37. *Supervisors receive training that covers the supervisory aspects of their safety and health responsibilities.						
--	--	--	--	--	--	--

Comments:

38. Safety and health training is provided to managers.						
---	--	--	--	--	--	--

Comments:

39. *Relevant safety and health aspects are integrated into management training.						
--	--	--	--	--	--	--

Comments:

Management Leadership						
-----------------------	--	--	--	--	--	--

	0	1	2	3	NA	NE
--	---	---	---	---	----	----

40. Top management policy establishes clear priority for safety and						
---	--	--	--	--	--	--

health.						
Comments:						
41. Top management considers safety and health to be a line rather than a staff function.						
Comments:						
42. *Top management provides competent safety and health staff support to line managers and supervisors.						
Comments:						
43. Managers personally follow safety and health rules.						
Comments:						
44. Managers delegate the authority necessary for personnel to carry out their assigned safety and health responsibilities effectively.						
Comments:						
45. Managers allocate the resources needed to properly support the organizations safety and health system.						
Comments:						
46. Managers assure that appropriate safety and health training is provided.						
Comments:						
47. Managers support fair and effective policies that promote safety and health performance.						
Comments:						
48. Top management is involved in the planning and evaluation of safety and health performance.						
Comments:						
49. Top management values employee involvement and participation in safety and health issues.						
Comments:						
Employee Participation						
	0	1	2	3	NA	NE
50. There is an effective process to involve employees in safety and health issues.						
Comments:						
51. Employees are involved in organizational decision making in regard to safety and health policy.						
Comments:						
52. Employees are involved in organizational decision making in regard to the allocation of safety and health resources.						
Comments:						
53. Employees are involved in organizational decision making in regard to safety and health training.						
Comments:						
54. Employees participate in hazard detection activities.						
Comments:						
55. Employees participate in hazard prevention and control activities.						

Comments:						
56. *Employees participate in the safety and health training of co-workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
57. Employees participate in safety and health planning activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
58. Employees participate in the evaluation of safety and health performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

Revised Form 33, October, 2000